

8 DEC 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 3 December 1971

1. Plans for Mini-Seminar for Job Seekers: In response to our query at the Retirement Information Seminar in October, our Retirement Affairs Division has received over one hundred requests from pre-retirees for a special seminar on job search techniques. Because of the large number of people interested, we are now developing plans for five small group (20-25) work seminars composed of individuals with common interests and/or qualifications which will permit better tailoring of our presentations.

In conjunction with our efforts to better prepare the job seeking pre-retirees for competition in the labor market, we have had discussions with members of the Psychological Services Staff, OMS as to the services they might be able to provide over and above the Vocational Aptitude and Interest Tests now offered. [REDACTED] and his staff are most receptive and have suggested a pilot program of small group discussions (4 or 5 job seekers) aimed at psychological preparation. A meeting will be scheduled with PSS representatives this week to develop this idea further.

2. Promotions: In order to determine the reaction to the lifting of the promotion freeze, we examined the number of promotions processed during the period 28 October through 2 December and compared it to the norm. An

interesting coincidence: we have processed 329 promotions since 26 October. The average monthly promotion rate from January through July 1971 was 329. At the moment, it would appear that we are promoting at the normal rate rather than being flooded with catch-up promotions.

3. Recruitment:

25X1A a. Our clerical recruitment visit last week to Woodward High School, Rockville, Maryland, was cancelled when the Guidance Counselor called [REDACTED] our recruiter, a day ahead to report that the students who had signed up for interview were mostly the school's self-appointed "radicals." It was obvious that they had no genuine employment 25X1A interest and intended to harass her. [REDACTED] cancelled her visit, having conveniently developed a virus.

25X1A b. [REDACTED] Office of Economic Research, visited the University of Houston campus last week in search of Economists. They were anticipating a possible demonstration since the campus newspaper had inquired of the Economics Department as to 25X1A the nature of [REDACTED] visit. Nothing transpired and the Chairman of the Economics Department concluded that "hassling recruiters" is no longer in vogue at the University of Houston.

25X1A 4. Cooperative Education: [REDACTED] visited Mr. Sinclair Jetter, Cooperative Education Specialist, Office of Education, HEW, on 3 December. Mr. Jetter has a current listing of Black co-op colleges and has promised to provide us with an evaluation of those educational institutions which have students majoring in fields in which we have an interest.

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of replacement actions for the group. The team came away with a more thorough understanding of why replacement personnel must have certain mandatory qualifications.

/s/Harry B. Fisher

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Harry B. Fisher
Director of Personnel

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